

MINUTES

Reading Parking Authority

December 19, 2012

The Reading Parking Authority held their meeting on Wednesday, December 19, 2012 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

Mike Polyak, Vice Chairman

Mark Cianciosi, Treasurer

Dr. Gary Wegman, Board Member

Bernardo Carbajal, Secretary

Larry Murin, Board Member

Absent

None

Others Present

Christina Gilfert, Acting Executive Director, RPA

James Lillis, Solicitor

Heidi Masano, Masano Bradley Law Office

Guest(s)

Vaughn Spencer, Mayor

Alan Shuman, Shuman Development Group

Felix Freytiz, RPA Shop Steward

Don Spatz, Reading Eagle

Lee Olsen, Olsen Design Group Architects

Hailey Weber, Olsen Design Group Architects

Rick McDougall, Penn Corridor Initiative

John Weidenhammer, Penn Corridor Initiative

The meeting was called to order by the Vice Chairman of the Board at 5:30 PM.

Public Comments

Mr. Polyak acknowledged Mr. George Cook's service as Chairman of the Reading Parking Authority since 2001. Mr. Cook resigned from the Board on November 19, 2012. Mr. Cook served as Chairman under three different city administrations. During Mr. Cook's tenure there were two new garages built, the Albert Boscov Plaza and the Doubletree Garage. Also the Reading Parking Authority has become a source of financial assistance to the City of Reading during these tough financial times. Mr. Polyak thanked Mr. Cook for the service and leadership he gave to the City he lives in and loves.

Mr. Shuman updated the board on the sale of the Wyndham hotel and garage. Settlement on the hotel and garage are moving forward. Negotiations with the city have fallen apart. At this point the sale of the Wyndham is moving forward despite having no agreement with the City. Mr. Shuman stated he does not plan to settle until the second half of January or beginning of February.

Mr. Weidenhammer is the Chairman of the Penn Corridor Initiative. The Penn Corridor Initiative is a non profit focused on economic development and revitalization along the Penn Corridor. The Penn Corridor is defined as Penn Avenue in Wyomissing and West Reading and Penn Street in Reading. The Penn Corridor received a \$250,000 grant for streetscaping along the Penn Corridor. The Penn Corridor feels there is a need for way finding and path finding signage along the Corridor. The project would include signage for the garages as well. The Penn Corridor is still designing with Olsen Design Group. The \$250,000 grant is not going to cover the entire project and it may have to be done in phases if additional funds can not be procured. The Penn Corridor at this point is going to all the agencies that could benefit from the signage to see if there is any interest in the project. Overall the Parking Authority board was interested in hearing more about the project and asked that Ms. Gilfert continue to work with the Penn Corridor on the project.

Reading and Approval of the Minutes

Motion 2012-72 was made by Mr. Cianciosi to accept the minutes from the last meeting. The motion was seconded by Mr. Carbajal. The motion passed.

Correspondence

None.

Executive Director's Report

Official Holidays

January 1 - New Year's Day
January 21 – Martin Luther King Day
February 18 - President's day
March 29 – Good Friday
May 27 - Memorial Day
July 4 – Independence Day
September 2 - Labor Day
November 11 - Veteran's Day
November 28 – Thanksgiving
November 29 – Day After Thanksgiving
December 25 – Christmas

Board Meetings for 2013

The Board of Directors meetings for 2013 are scheduled as follows at 5:30 PM in the Authority board room.

January 23	July 24
February 27	August 28

March 27	September 25
April 24	October 23
May 22	*November 20
June 26	*December 18

(* denoted deviation from fourth Wednesday of the month)

Parking Authority Worker's Comp & General Liability Insurance

The Authority met with our insurance broker, Rigg Darlington Group, on November 20, 2012 to review the renewal quote. Our existing insurance expired the last day of November.

The Workers Compensation is still suffering from the high experience modification and bad losses from previous years. As we build a track record of good loss years, as last year's was, that will help make us attractive to the market again. Unfortunately, the State run fund is the only option available at this time, as everyone else declined. The State Fund was \$131,476 for 2012 and the renewal for 2013 is \$131,503. The renewal did include a 5% discount for creating a safety committee in 2012.

Last year's General Liability was \$72,049 with Westfield Insurance. The renewal only increased slightly to \$77,131. Rigg Darlington Group did seek another quote from PMA insurance for \$15,000 more.

Garage Appraisal

As replacement values continue to change, Rigg Darlington Group recommends having an insurance appraisal performed on our property. This will more accurately reflect the replacement cost values for our coverage. This is extremely important because the coinsurance clause in our policy requires us to insure a certain level of replacement cost to avoid a penalty at the time of a claim. The cost of the appraisal would be approximately \$4,500. Once the appraisals are complete the coinsurance clause could be removed.

Doubletree Pedestrian Bridge

Construction is set to begin the first week of January. Construction should be completed within a few weeks.

2012 Budget Review

The Finance Manager addressed the financial status of the Budget/Revenue for 2012.

-Operating Budget: The Authority is \$273,445 under budget for operations. Some of the line items are paid at the end of the year (pension, depreciation etc.) which skews budget compliance. The high cost of worker's compensation insurance for 2012 is also adversely affecting budget projections.

-Revenue Report: The Authority revenues are \$23,415 ahead of last year's revenue at this time. The garage's revenues are up \$241,100 over last year, but violations are down \$262,408. Back logs in the courts are being addressed by the administrative courts.

-Cash Flow: The cash flow as of November 30, 2012 is \$3,879,779 compared to \$3,896,313 in 2011.

Motions for the Board

1. That the board passes a motion to accept the minutes from the November 14, 2012 board meeting. Motion 2012-72.
2. That the board accepts the accounts payable. Motion 2012-73.
4. That the board approves the holiday schedule for the Reading Parking Authority for 2013. Motion 2012-74. The motion was made by Dr. Wegman and seconded by Mr. Murin. The motion passed.
5. That the board approves the enclosed board of director board dates for 2013. Motion 2012-75. The motion was made by Mr. Cianciosi and seconded by Mr. Carbajal. The motion passed.
6. That the board authorizes the Acting Executive Director to arrange for the appraisal of the parking garages for determining replacement costs for the purpose of determining required insurance coverage through Rigg Darlington Group for an amount up to \$5,000. Motion 2012-76. The motion was made by Mr. Carbajal and seconded by Mr. Murin. Motion passed.

Solicitor's Report:

None

Approval of Accounts Payable

Motion 2012-73 was made by Mr. Murin and seconded by Mr. Carbajal to accept the accounts payable. The motion passed.

Old Business

Executive Director Search – The job description for the Executive Director was provided to each board member for review. Ms. Gilfert suggested advertising on Parking Professional websites and in Parking magazines. The Executive Director salary was discussed. Ms. Gilfert also provided data on the salaries from other parking authorities. Other directors are making in the range of \$90,000 to \$120,000. The Authority does have the most garages compared to other surrounding Parking Authorities. The Board decided to set a salary range at this point of \$80,000 to \$100,000 and post a job advertisement.

Wohlsen Contract – The Wohlsen Contract has not been executed yet for use of the Doubletree Garage during the construction of the Doubletree Hotel. Wohlsen is waiting on a signed agreement from the owner of the Doubletree Hotel.

New Business

Imax Theater – The Imax Theater requested to lower the parking spaces at the 2nd & Washington Garage by 20% starting February 1, 2013. There is a clause in the contract allowing that request. An addendum was drawn up and sent to Imax for their review.

United Labor Council – The United Labor Council rents retail space at the Wyndham Garage. The lease is yearly and renews on January 1, 2013. Since the garage is currently under an agreement of sale, Ms. Gilfert did get permission from Mr. Shuman to renew the lease. The board wants Mr. Shuman to put that agreement into writing before the Board renews the lease.

Mr. Polyak Resignation – Mr. Polyak resigned from the Board effective December 20, 2012.

Other Business

Comprehensive Parking Plan – Mr. Murin stated that D.I.D. is interested in working with the Parking Authority and the Mayor's Office to develop this plan. Part of the plan includes looking at meterless parking.

Wyndham Pay Station – The Wyndham Pay Station is currently in need of repairs. The cost is approximately \$3,000. Since the garage is under an agreement of sale, the garage is currently operating as a credit card only garage. So far the changes do not seem to have any effect on the public.

Executive Session

Executive Session was to discuss personnel issues.

The meeting adjourned at 7:15pm.

RPA Next Regular Meeting

The next board meeting is scheduled for January 23, 2013.